MASTER
NEGATIVE
NO. 95-82373-1

COPYRIGHT STATEMENT

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials including foreign works under certain conditions. In addition, the United States extends protection to foreign works by means of various international conventions, bilateral agreements, and proclamations.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

The Columbia University Libraries reserve the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of the copyright law.

Author:
U.S. Interstate Commerce Commission
Title:
Regulations to govern the preservation of records...
Place:
Washington, D.C.
Date:
1943

95-82373-1
MASTER NEGATIVE #

COLUMBIA UNIVERSITY LIBRARIES
PRESERVATION DIVISION

BIBLIOGRAPHIC MICROFORM TARGET

ORIGINAL MATERIAL AS FILMED - EXISTING BIBLIOGRAPHIC RECORD

BUSINESS
246
Un3

U. S. *Interstate commerce commission.*

Regulations to govern the preservation of records of class 1 motor carriers prescribed by the Interstate commerce commission in accordance with section 220 of the Interstate commerce act. Issue of 1942, effective on July 1, 1942. Washington, U. S. Govt. print. off., 1943.

44 p. incl. tables, forms. 23cm.

1. Transportation, Automotive—Accounting. [1. Highway transport—Accounts, bookkeeping, etc.] 2. Transportation, Automotive — Records and correspondence. 3. Transportation, Automotive—U. S.

A 43—1461

Bur. of railway econ. Libr.
for Library of Congress HE5618.U6 1942 b
[43c1]†
388.3
Bur.

RESTRICTIONS ON USE:

TECHNICAL MICROFORM DATA

FILM SIZE: 35mm REDUCTION RATIO: 12X IMAGE PLACEMENT: IA (IIA) IB IIB

DATE FILMED: 2/20/95 INITIALS: CS

TRACKING # : MSH 03132

FILMED BY PRESERVATION RESOURCES, BETHLEHEM, PA.

2.0 mm ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz1234567890

1.5 mm ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz1234567890

PM-MGP 13″x18″
METRIC GENERAL PURPOSE TARGET
PHOTOGRAPHIC

200 mm

150 mm

100 mm

1.0

1.1

1.25

1.4

1.6

2.8

3.2

3.6

4.0

2.5

2.2

2.0

1.8

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

1.0 mm

1.5 mm

2.0 mm

2.5 mm

A5

A4

PRECISION℠ RESOLUTION TARGETS

Century

A&P

1303 Geneva Avenue
St. Paul, MN 55119

4.5 mm ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

3.5 mm ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz1234567890

Bus.
I 246
Un 3
1942

U.S. Interstate commerce commission

Regulations ...

preservation of records ...
Class I motor carriers ...

School of Business Library
Columbia University
NOV 19 1943

REGULATIONS

TO GOVERN THE

PRESERVATION OF RECORDS

OF

CLASS I MOTOR CARRIERS

PRESCRIBED BY THE

INTERSTATE COMMERCE COMMISSION

IN ACCORDANCE WITH SECTION 220 OF
THE INTERSTATE COMMERCE ACT

ISSUE OF 1942

Effective on July 1, 1942

REGULATIONS

TO GOVERN THE

PRESERVATION OF RECORDS

OF

CLASS I MOTOR CARRIERS

PRESCRIBED BY THE

INTERSTATE COMMERCE COMMISSION

IN ACCORDANCE WITH SECTION 220 OF
THE INTERSTATE COMMERCE ACT

ISSUE OF 1942

Effective on July 1, 1942

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1943

Bus
43-1924
D246
Un3

43-1924 Jan. 5, 1944 FCR. 12/15/44 D.C.

CONTENTS

Section No.		Page
	Order of the Commission	5
203.300	General	7
203.301	Destruction authorized	7
203.302	Photographic copies	7
203.303	Officer or person having supervision of destruction	7
203.304	Written authority of officer having supervision of destruction	8
203.305	Certificate of destruction	8
203.306	Cremation committee for the destruction of certain records	9
203.307	Method of destruction	9
203.308	Accidental destruction of accounts, records, and memoranda	10
203.309	Duplicate accounts, records, and memoranda	10
203.310	Nonoperating companies	10
203.311	List of accounts, records, and memoranda, and periods of retention	10
	General and financial	11
	Revenues	14
	Expenditures	15
	Claims	17
	Traffic	18
	Purchases and stores	21
	Shops and garages	23
	Structures	23
	Transportation	23
	Stations and terminals	25
	Statistics	28
	Miscellaneous	29
	Appendix	33
	Index	39

TITLE 49—TRANSPORTATION AND RAILROADS

CHAPTER 1—INTERSTATE COMMERCE COMMISSION

SUBCHAPTER B—CARRIERS BY MOTOR VEHICLE

PART 203—PRESERVATION OF RECORDS

At a Session of the INTERSTATE COMMERCE COMMISSION, DIVISION 1, held at its office in Washington, D. C., on the 18th day of April, A. D. 1942.

The matter of the determination under Section 220 of the Interstate Commerce Act of the period of time during which accounts, records, memoranda, documents, papers, and correspondence shall be preserved by class I motor carriers being under consideration:

It is ordered, That the Regulations to Govern the Preservation of Records of Class I Motor Carriers [1] and the text pertaining thereto hereafter known as Issue of 1942, a copy of which is now before the Commission, be, and they are hereby, approved.

It is further ordered, That the said regulations be, and they are hereby, prescribed for the use of class I motor carriers subject to the provisions of part II of the Interstate Commerce Act, in the preservation of the accounts, records, memoranda, documents, papers, and correspondence; and that a copy of this order and of the said regulations be sent to each class I motor carrier and to each receiver, trustee, executor, administrator, or assignee of such motor carrier.

It is further ordered, That the order of August 3, 1936, and the regulations thereby prescribed insofar as they relate to class I motor carriers be, and they are hereby, vacated and set aside.

It is further ordered, That this order shall become effective on July 1, 1942.

By the Commission, Division 1.

[SEAL] W. P. BARTEL,
Secretary.

[1] Class I motor carriers are those which have average gross revenues of $100,000 or more per annum as further defined in the Commission's orders of November 29, 1937, prescribing Uniform Systems of Accounts for Class I motor carriers of property and of passengers.

REGULATIONS TO GOVERN THE PRESERVATION OF RECORDS OF CLASS I MOTOR CARRIERS

TITLE 49—TRANSPORTATION AND RAILROADS, CHAPTER I, INTERSTATE COMMERCE COMMISSION, SUBCHAPTER B—CARRIERS BY MOTOR VEHICLE, PART 203—PRESERVATION OF RECORDS, CODE OF FEDERAL REGULATIONS

Sec. 203.300. *General.*—These regulations, issued and prescribed under authority of Section 220 (d) of the Interstate Commerce Act require that all Class I common or contract motor carriers of passengers or property or both shall preserve their accounts, records, memoranda, documents, papers and correspondence for the periods of time herein prescribed. (See Sec. 203.311.)

It is not intended that these regulations shall be interpreted as requiring that the records herein named shall be installed, when such records are not already kept by Class I motor carriers.[2]

Sec. 203.301. *Destruction authorized.*—Class I motor carriers may destroy the accounts, records, and memoranda named in Sec. 203.311 (other than those marked "Permanently") at their option after having preserved them for the specified periods of time and upon complying with the requirements of these regulations. These regulations do not exempt motor carriers from compliance with any other lawful requirements for the preservation of books, accounts, records and memoranda for longer periods than those herein prescribed.

Sec. 203.302. *Photographic copies.*—Class I motor carriers may be granted authority to preserve photographic copies of records in lieu of original records or copies thereof. Application for authority shall be filed in the form of a letter which shall describe the particular records intended to be preserved by this method and the process to be used.

Sec. 203.303. *Officer or person having supervision of destruction.*—(*a*) An officer, or, where necessities require, two officers, shall be appointed by the Board of Directors to have supervision of the destruction of accounts, records, and memoranda. Class I motor carriers operated as sole proprietorships or partnerships shall appoint a person to have supervision of the destruction of accounts, records, and memoranda. Such officer or officers or other person may be given (1) general supervision of the destruction of all accounts, records, and memoranda the destruction of which is permitted by these regulations,

[2] Secs. 203.300 through 203.311 issued under the authority contained in Sec. 220 (d), 49 Stat. 563, 54 Stat. 927; 49 U. S. C. 320 (d).

or (2) authority over the destruction of such of these accounts, records, and memoranda as may be specified by the Board of Directors, the sole proprietor or partners. Pending action by the Board of Directors, an appointment by an executive committee, or by a similarly authorized committee of the Board of Directors, shall have the same effect as if made by the Board of Directors.

(*b*) If the property of a Class I motor carrier is in the hands of a receiver or operating trustee, the officer or officers or other persons, to have supervision of the destruction of accounts, records, and memoranda shall be designated by the receiver or trustee.

(*c*) In designating an officer to have general supervision of the destruction of accounts, records, and memoranda it would be preferable to designate by title only, rather than by name and title, and thus obviate the necessity of filing a new resolution each time a successor in the office is appointed.

Sec. 203.304. *Written authority of officer having supervision of destruction.*—(*a*) When any accounts, records, or memoranda are to be destroyed, except those for which an optional period is specified, an officer or other person having supervision of the destruction of accounts, records, or memoranda (as designated in compliance with Section 203.303) shall issue a written authority to the person or persons by whom the accounts, records, or memoranda are to be destroyed. This written authority shall state in a formal manner:

First. The person or persons whose duty it shall be to destroy the accounts, records, or memoranda named;

Second. A list of the accounts, records, or memoranda to be destroyed, expressed either in form numbers or by descriptive titles; and

Third. The period or periods covered by the accounts, records, or memoranda the destruction of which is authorized.

(*b*) The authority (1) may be confined to certain accounts, records, and memoranda which have been retained for the periods of time specified in these regulations and which the carrier then desires to destroy, or (2) may be of continuing effect, applying to any or all of the accounts, records, and memoranda named herein as the periods of retention of such accounts, records, or memoranda attain the limits specified herein.

(*c*) Such written authority, or a certified copy thereof, shall be filed in the office of the issuing officer or other person issuing the authority as a permanent part of the carrier's records. *It is not required at present that copies of the written authorities be filed with the Commission.*

Sec. 203.305. *Certificate of destruction.*—(*a*) The person or persons upon whom devolves the duty of the direct supervision of the destruction of the accounts, records, or memoranda under the authority referred to in Section 203.304 shall make certificate (except as provided

for in Section 203.305 (d) and Section 203.308) setting forth that the accounts, records, or memoranda listed in the said authority have been destroyed and that no other accounts, records, or memoranda than those so listed have been destroyed therewith.

(*b*) If an authority as referred to in Section 203.304 (b) (1) is given, a certificate of destruction shall be made listing either by form numbers or descriptive titles the accounts, records, and memoranda destroyed, naming the period or periods covered by the accounts, records, or memoranda, and stating that no other accounts, records, or memoranda than those so listed have been destroyed therewith. Either (1) a separate certificate shall be made each time any account, records, or memoranda are destroyed, or (2) cumulative certificates shall be made with entries each time any accounts, records, or memoranda are destroyed.

(*c*) Certificates of destruction shall be forwarded promptly to the officer having supervision of the destruction of accounts, records, and memoranda who issued the written authority and shall be retained in his office as a permanent part of the company's records. In case cumulative certificates are made they shall be forwarded to such officer periodically, but at least once every six months. *It is not required at present that copies of the certificates of destruction be filed with the Commission.*

(*d*) Certificates of destruction need not be made for accounts, records, and memoranda, the destruction of which is optional with the carrier.

Sec. 203.306. *Cremation committee for the destruction of certain records.*—At the option of the motor carrier, the Board of Directors may from time to time name a cremation committee to destroy canceled stock certificates, bonds, or other records, covered by item 6 of Sec. 203.311 in lieu of delegating the authority for the destruction to an officer, as provided in Sec. 203.303(a). Certificates of destruction giving full descriptive reference to the documents destroyed shall be made by the person or persons appointed by the officer having supervision of the destruction of records or by the cremation committee. When documents represent debt secured by mortgage, the certificates of destruction shall also be authenticated by representatives of the trustees acting in conjunction with the cremation committee or shall have the trustees' acceptance thereon.

Sec. 203.307. *Method of destruction.*—(*a*) The precise method of the destruction of accounts, records, or memoranda is not prescribed. The Commission is not concerned with the method of destruction whether by fire, sale, or otherwise, so long as the destruction is authorized and a certificate of destruction is filed as required by these regulations.

513721°—43——2

(*b*) If the accounts, records, and memoranda are not actually destroyed by the carrier, but are disposed of by sale or otherwise, the certificate of destruction shall so state. Attention is called to Section 222 (e) of the Interstate Commerce Act which provides that a carrier shall not divulge to any person information concerning the business of a shipper or consignee which may be used to the detriment of such shipper or consignee. Responsibility for possible infringement of this provision of the law by disposing of its records by other than actual destruction would rest with the carrier.

Sec. 203.308. *Accidental destruction of accounts, records, and memoranda.*—If any accounts, records, or memoranda are destroyed accidentally by fire, flood, or other calamity, a statement shall be prepared listing as far as may be possible the records destroyed and detailing the circumstances in connection with the fire or other calamity. This statement shall be authenticated by an officer or some responsible employee of the motor carrier and shall be filed with the officer or other person having supervision of the destruction of accounts, records, and memoranda. A copy of the statement shall be filed promptly with the Commission.

Sec. 203.309. *Duplicate accounts, records, and memoranda.*—Provision is made in item 124 of Sec. 203.311 for the optional destruction of duplicate copies of accounts, records, and memoranda when such copies are not specifically provided for elsewhere in these regulations and when they contain no information not shown on the originals. In destroying such copies carriers may dispense with the written authorities and the certificates of destruction. The attention of carriers is specially directed to the requirement that the originals (or one true copy) shall be retained for the respective periods named for such records in the regulation.

Sec. 203.310. *Nonoperating companies.*—A company, individual or partnership owning or controlling motor carrier property which it does not operate but which it leases to others for operating purposes shall observe these regulations in case it desires to destroy any of its corporate or financial accounts, records, or memoranda.

Sec. 203.311. *List of accounts, records, and memoranda, and periods of retention.*—The following list, indicative of accounts, records, and memoranda of motor carriers is specifically referred to by the regulation embodied in Sec. 203.301. The classification of the accounts, records, and memoranda enumerated below under the various general headings is merely for convenient reference and is more or less arbitrary. The regulations are intended to apply to the items as named or described, regardless of the classification and regardless of where filed.

Description of records, etc.	Period to be retained
GENERAL AND FINANCIAL	
1. Minute books of directors, executive committees, stockholders, and other corporate meetings.	Permanently.
2. Code and cipher books, file copies of	Permanently.
3. Capital stock records:	
(*a*) Capital stock ledger	Permanently.
(*b*) Capital stock certificates, records of or stubs of NOTE.—If the information shown on the stubs described in this item 3 (*b*) is recorded in permanent records the stubs are required to be retained only for a period of three years.	Permanently.
(*c*) Stock transfer register	Permanently.
(*d*) Memoranda and bills of sale or of transfer of capital stock.	3 years.
(*e*) Capital stock subscription notices and requests for allotment.	3 years.
(*f*) Canceled capital stock certificates (see item 6).	
4. Bond records:	
(*a*) Registered bond ledger	Permanently.
(*b*) Records or stubs of bonds NOTE.—If the information shown on the stubs described in this item 4 (*b*) is recorded in permanent records the stubs are required to be retained only for a period of three years.	Permanently.
(*c*) Memoranda and bills of sale or of transfer of registered bonds.	3 years.
(*d*) Records of interest coupons paid and unpaid.	7 years after payment.
(*e*) Long term debt subscription notices and requests for allotment.	3 years.
(*f*) Canceled bonds. Paid interest coupons and unissued bonds. (See item 6.)	
5. Corporate elections:	
(*a*) Proxies of holders of voting securities	2 years.
(*b*) Lists of holders of voting securities presented at meetings.	6 years.
(*c*) Qualification oaths of judges of election	Optional.
(*d*) Qualification oaths of directors	Optional.
(*e*) Ballots cast and tabulations of vote	2 years.
(*f*) Judges' reports of election results	2 years.
6. Retired securities: Stock certificates, bonds, notes, interest coupons, receivers' certificates, and temporary certificates taken up and canceled.	May be destroyed at option of carrier upon complying with requirements of Sec 203.305 (a).
7. Ledgers:	
(*a*) General and auxiliary ledgers and indexes thereto, except as provided for elsewhere in these regulations.	Permanently.

Description of records, etc.	Period to be retained
GENERAL AND FINANCIAL—Continued	
7. Ledgers—Continued.	
(b) Balance sheets of general ledgers	Permanently.
(c) Trial balance sheets of general and auxiliary ledgers.	Permanently.
8. Record of securities owned: Record of securities owned, in treasury, or with custodians.	Permanently.
9. General journals	Permanently.
10. General and auxiliary cash books, except cash books at agencies provided for in item 104. Note.—If any receipts or payments are entered in the aggregate in the general cash book and are detailed only on loose sheets, such loose sheets constitute an auxiliary cash book when no other permanent record of the items thereon is made.	Permanently.
11. Journal entries: General journal entries and supporting papers except as provided for elsewhere in these regulations.	Permanently.
12. Records of noncarrier operations: Records summarizing the results of noncarrier operations for entry in general books. Note.—Ledgers, journals, abstracts, reports, vouchers, etc., shall be retained for the same periods as are provided for similar documents elsewhere in these regulations.	6 years.
13. Deeds and other title papers; franchises; applications to and certificates or permits from regulatory bodies authorizing operations or extensions of operations and all papers, memoranda, and correspondence in connection therewith.	Permanently unless transferred to others in connection with sale of physical property and operating rights.
14. Contracts and agreements:	
(a) Card or book records of contracts, property leases, and agreements made, and of expirations and renewals.	Permanently.
(b) Equipment leases, owner-operator agreements and records thereof.	3 years after expiration or cancellation.
(c) Other contracts, leases, and agreements, except those provided for in item 92.	Permanently unless transferred to others in connection with sale of physical property and operating rights.
15. Tax records: Copies of schedules and returns to taxing authorities for tax purposes; records of appeals, tax bills, and statements.	Permanently.
16. Copies of applications to and authorities from regulating bodies for the issuance of stocks, bonds, and other securities. (See item 108 (e).)	Permanently.

Description of records, etc.	Period to be retained
GENERAL AND FINANCIAL—Continued	
17. Fidelity bonds: Records and files of fidelity bonds of employees	3 years after liability of bonding company has expired.
18. Insurance records:	
(a) Schedules of fire, cargo, public liability and property damage, and other insurance, also records of payment of premiums and of amounts recovered.	6 years.
(b) Insurance policies	Optional after expiration of liability of insurer.
(c) Record of policies in force	3 years after expiration or cancellation.
(d) Inspectors' reports of condition of property	3 years.
(e) Letter and telegraphic reports of damages by fire, collision, etc.	3 years.
(f) Reports of minor losses by fire, collision, etc., not covered by insurance or less than minimum amount collectible.	3 years.
(g) Schedules of risks covered by self-insurance reserves.	6 years.
19. Treasurer's records:	
(a) Statements and summaries of balances on hand and with depositories.	3 years.
(b) Statements from depositories of funds received, disbursed, and transferred.	3 years.
(c) Authorities for and statements of transfer of funds from one depository to another.	3 years.
(d) Daily or other periodical statements of the receipt and disbursement of funds. (See note under item 10.)	3 years.
(e) Records of outstanding vouchers, checks, drafts, etc., issued and not presented.	3 years.
(f) Periodical statements of working cash balances.	3 years.
(g) Bank deposit books, and stubs, ledgers, or records of checks.	6 years if information is entered on permanent records, otherwise permanently.
(h) Slips or statements giving the postings of miscellaneous receipts and payments of funds if the information contained thereon is shown in other records which are retained.	3 years.
(i) Details of petty cash or working fund expenditures.	3 years.
(j) Voucher and check lists showing mailing dates and to whom sent.	3 years.

Description of records, etc.	Period to be retained
GENERAL AND FINANCIAL—Continued	
19. Treasurer's records—Continued.	
(*k*) Copies of deposit slips. (See note under item 10.)	3 years.
20. Miscellaneous records pertaining to agents' accounts:	
(*a*) General office records or ledgers of agents' accounts showing debits and credits from various sources.	6 years.
(*b*) Records and files of indemnity bonds incident to transportation and other charges.	6 years.
(*c*) General office records relating to extension of credit for transportation and other charges.	6 years after discontinuance of credit arrangement.
(*d*) Statements of corrections in agents' accounts.	6 years.
21. Traveling accountants' and auditors' reports: Reports of examinations, audits and transfers by special accountants, traveling auditors, time inspectors, weight inspectors, etc., and supporting papers.	3 years.
22. Records pertaining to verification of treasurers' cash, or securities.	3 years.
23. Records and reports of license numbers assigned to equipment and changes therein:	
(*a*) Federal identification plate numbers	Permanently.
(*b*) State and other license and identification numbers.	Optional after retirement of vehicle.
REVENUES	
24. Records of freight revenue: Journals, ledgers, or other records summarizing the debits and credits arising from freight settlements with agents, drivers, and others, and from interline settlements with other carriers, such as recapitulations of freight bills by stations and by other carriers or brokers, office abstracts, manifests, etc.	6 years.
25. Interline freight settlements: Division settlements, abstracts, statements of differences, correction accounts, summaries, and accounts current pertaining to the settlements of interline freight revenue between carriers.	6 years.
26. Unsettled freight bills:	
(*a*) Record of unsettled freight bills, freight bills in suspense, etc.	1 year after settlement or other disposition.
(*b*) Tracers and supporting papers concerning unsettled freight bills.	1 year after settlement or other disposition.

Description of records, etc.	Period to be retained
REVENUES—continued	
27. Records of passenger revenue: Journals, ledgers, or other records summarizing the debits and credits arising from passenger revenue settlements with agents, drivers, and with other carriers or brokers, such as recapitulations of passenger revenue by stations, by other carriers, brokers, etc.	6 years.
28. Interline passenger fare settlements: Interline ticket reports, summaries, statements of differences, statements of corrections, and accounts current pertaining to settlements of interline passenger revenue between carriers, brokers, passenger associations, and mileage and script bureaus.	6 years.
29. Records of cash fare collections and token sales: Journals, ledgers, or other records of cash fare collections and token sales, etc., on buses.	6 years.
30. Records of sundry revenues: Journals, ledgers, or other records, details, or summaries arising from settlements with agents and others of excess-baggage revenue, mail revenue, express revenue, newspaper revenue, and special bus revenue.	6 years.
31. Records of revenue from operations other than transportation: Journals, ledgers, or other records summarizing settlements with agents and others of revenue from station privileges, parcel rooms, freight storage, telephone and telegraph service, rents of buildings and other property, and miscellaneous revenue.	6 years.
EXPENDITURES	
32. Distribution of labor expenditures: Journals, ledgers, or other records showing the detailed distribution of labor expenditures charged to all accounts, including memoranda and memoranda recapitulation sheets. (See item 39 for construction labor.)	5 years.
33. Pay-roll records:	
(*a*) Pay rolls and summaries. (See item 39.)	10 years.
(*b*) Applications and authorities for changes in pay rolls.	1 year.
(*c*) Applications for pay-roll changes not authorized.	Optional.
(*d*) Records and memoranda pertaining to deductions from pay rolls for social security taxes.	6 years.

Description of records, etc.	Period to be retained
EXPENDITURES—continued	
33. Pay-roll records—Continued.	
(e) Records and memoranda pertaining to other deductions from pay rolls. (See item 34.)	5 years.
(f) Receipted pay checks, receipted time tickets, certificates issued for wages, discharge tickets, and other evidences of payments for services rendered by employees.	5 years.
(g) Canceled pay checks drawn in favor of "bearer" in payment of wages for which receipt is shown on pay rolls or other records retained by carrier.	Optional.
(h) Comparative or analytical statements of pay rolls.	Optional.
34. Assignments, attachments, and garnishments:	
(a) Record of assignments, attachments, and garnishment of employees' salaries.	5 years.
(b) Files containing assignments, attachments, garnishments, notices of suits, notices of release, and correspondence relating thereto.	5 years.
35. Labor records:	
Time books, time slips, overtime tickets, delayed-time tickets, work orders, job tickets, check rolls, and other papers pertaining to services of officers and employees. (See item 39 for construction labor.)	3 years.
36. Distribution of expenditures for material and supplies:	
Journals, ledgers, or other records and memoranda showing the detailed distribution of expenditures for materials and supplies chargeable to all accounts, including memoranda recapitulation sheets. (See item 39 for construction material and supplies.)	5 years.
37. Vouchers:	
(a) Register of audited vouchers and indexes thereto.	15 years.
(b) Paid drafts, paid checks, and receipts for cash paid out except as provided in items 33 (f) and 33 (g).	15 years.
(c) Paid and canceled vouchers, audit office copies of vouchers and supporting papers except those relating to acquisition or construction of property. (See item 39.)	15 years.
(d) Lists containing authorities for payments of specific vouchers.	3 years.
(e) Reports of drafts issued by claim agents, terminal and station agents, and others.	1 year.
(f) Record or index of vouchers to be made, with notations of dates of issue.	Optional.

Description of records, etc.	Period to be retained
EXPENDITURES—continued	
38. Bills collectible:	
(a) Register of bills collectible (or accounts receivable bills) and indexes thereto.	10 years.
(b) Audit office copies of bills issued for collection, and supporting papers which do not accompany the original bills. (See note under item 10.)	5 years.
(c) Periodical statements of unsettled accounts, except trial balance sheets.	Optional.
(d) Record or index of bills to be issued, with notations of dates of issue.	Optional.
39. Property records:	
(a) Records, reports, statements, and memoranda showing the details of all debits and credits on account of the cost of property, such as labor and material distribution sheets, copies of individuals' and companies' bills, time books, time tickets, work orders, job tickets, check rolls, material requisitions, and similar records.	Permanently.
(b) Records and memoranda pertaining to depreciation, retirements, and replacements of property.	Permanently.
(c) Contracts and other agreements relating to the construction, acquisition, or sale of property.	Permanently.
(d) Plans, specifications, estimates of work, records of engineering studies, construction bids, and similar records pertaining to addition and betterment projects which have been put into execution.	Permanently.
(e) Plans, specifications, estimates of work, records of engineering studies, construction bids, and similar records pertaining to addition and betterment projects which have been abandoned.	6 years.
(f) Patent records and related data	Permanently.
CLAIMS	
40. Claim registers:	
(a) Claim registers, card or book indexes, and other records in connection with the recording of overcharge, loss and damage, personal injury, fire, and other claims presented against carriers.	6 years.
(b) Records showing the details of authorities issued to agents, carriers, and others for participation in freight claims.	6 years.

513721°—43——3

Description of records, etc.	Period to be retained
CLAIMS—continued	
41. Claim papers:	
(*a*) All papers substantiating overcharge, loss and damage, personal injury, fire, and other claims, whether such papers are filed separately or attached to vouchers, (See items 37(c) and 53(h).)	4 years after settlement or rejection.
(*b*) Claim jackets, if all information thereon appears in records covered by (*a*) above.	Optional.
(*c*) Claim bases constituting a duplicate record of claims if the substantiating papers are filed with another interested carrier.	4 years.
42. Records of fire and other damages to property of others:	
Reports and statements of employees regarding injuries by fire or otherwise to property of others, when not necessary to support claims or vouchers.	3 years.
43. Records of personal injury:	
Reports and statements regarding personal injuries, when not necessary to support claims or vouchers.	3 years.
44. Records of unclaimed, over, short, damaged, and refused freight:	
Tracers, reports, and other records pertaining to unclaimed, over, short, damaged, and refused freight, when not necessary to support claims or vouchers.	3 years.
45. Sales orders:	
Authorities for the disposal of unclaimed, damaged, and refused freight.	6 years.
TRAFFIC	
47. Tariffs and other rate authorities:	
(*a*) Tariffs, classifications, division sheets, and circulars in which the carriers are interested relative to the transportation of persons or property, in the general files of the traffic or other department in which the complete official file is maintained.	4 years after expiration or cancellation.
(*b*) Tariffs, classifications, division sheets, and circulars in other departments and at agencies, if copies of the same issues of such tariffs, etc., are preserved in the general files referred to in (*a*) above.	May be destroyed at option of carrier after expiration or cancellation.
(*c*) Contracts and minimum rate schedules of contract motor carriers.	4 years after expiration or cancellation.
(*d*) Applications for and file copies of special rate orders authorizing the sale of passenger fare tickets at reduced rates.	3 years.

Description of records, etc.	Period to be retained
TRAFFIC—continued	
47. Tariffs and other rate authorities—Continued	
(*e*) Requests and receipts from agents and others for tariffs, classifications, division sheets, and circulars.	Optional.
(*f*) Written requests on carrier from persons and companies for quotations of rates and copies of carrier's quotations.	3 years.
(*g*) Copies of concurrences and powers of attorneys filed with the Interstate Commerce Commission and with other regulating bodies.	4 years after cancellation.
(*h*) Authorities for the transportation of property, free or at reduced rates, and supporting papers.	4 years.
(*i*) Correspondence and working papers in connection with the making of rates and compilation of tariffs, classifications, division sheets, and circulars affecting the transportation of persons or property.	4 years after cancellation of tariff, etc.
48. Public timetables:	
Public timetables and descriptive literature and records and correspondence regarding compilation, publication, and distribution of timetables, etc., for use of the public.	Optional.
49. Diversion of freight:	
Records pertaining to the diversion or reconsignment of freight, including requests, tracers, and correspondence in connection therewith.	4 years.
50. Traffic condition reports:	
Market quotations and weather reports received from agents and others, when not affecting claims.	Optional.
51. Ticket records:	
(*a*) Copies or orders on printing houses for ticket stock, tokens, etc.	Optional.
(*b*) Record of ticket stock received, issued, and destroyed.	3 years.
(*c*) Requisitions and receipts for tickets, tokens and cash fare receipts furnished agents and drivers.	3 years.
(*d*) Bulletins of tickets lost or stolen	Optional.
(*e*) Records and files pertaining to the extension of time limits of tickets, granted.	3 years.
(*f*) Records and files pertaining to the extension of time limits of tickets, not granted.	Optional.
52. Baggage check records:	
(*a*) Copies of orders for the purchase of baggage checks.	Optional.

Description of records, etc.	Period to be retained
TRAFFIC—continued	
52. Baggage check records—Continued.	
(b) Record of baggage, parcel and storage checks received (distributed, and destroyed).	3 years.
(c) Requisitions and receipts for baggage checks, excess baggage checks, and storage checks furnished drivers, agents, baggagemen, and transfer companies.	3 years.
(d) Bulletins of baggage checks lost or stolen	Optional.
53. Tickets and checks:	
(a) Used and canceled tickets, cash fare slips, checks, etc., the reports of which, showing their sale or issue, have been audited (except as provided for free tickets in item 79(j)) as follows:	Optional.
One-way and round-trip passenger fare tickets, and cash-fare slips upon which the name of the user does not appear.	
Extra fare tickets.	Commutation and trip tickets.
Ferry tickets.	Clergy certificates.
Berth checks.	Meal checks.
Seat checks.	
Bridge toll tickets.	
Exchange bus tickets.	
Validation pasters when attached to any of the above tickets.	
(b) Used and canceled tickets, etc., the reports of which, showing their sale or issue, have been audited (except as provided for free tickets in item 79(j)) as follows:	Optional.
One-way and round-trip passenger fare tickets upon which the name of the user is shown.	
Prepaid orders.	
Exchange orders.	
Validation pasters when attached to any of the above tickets.	
Stop-over pasters.	
(c) Used mileage books and scrip books on which the name of user is shown and passenger fare credentials, the reports of which showing their sale or issue have been audited; coupons, auditors' stubs, contract portion signed by purchaser and other detachments from such books on which transportation has been performed; and identification slips required by the conditions of any of these tickets.	6 months.

Description of records, etc.	Period to be retained
TRAFFIC—continued	
53. Tickets and checks—Continued.	
(d) Used mileage books and scrip books on which the name of the user is not shown, the reports of which showing their sale or issue have been audited, and the coupons, auditors' stubs and other detachments from such books on which transportation has been performed.	Optional.
(e) Used baggage checks, parcel-room checks, storage checks, excess baggage checks (including c. o. d.), excess baggage book coupons, and baggage scrip, the reports of which have been audited.	Optional.
(f) Unused or unissued tickets, if record is kept in accordance with item 51 (b).	Optional.
(g) Unused baggage checks, if record is kept in accordance with item 52 (b).	Optional.
(h) Redeemed tickets, redeemed mileage and scrip book covers, if not attached to paid checks or vouchers.	6 months.
(i) Redeemed portions of drivers' cash fare and duplex tickets, if not attached to paid checks or vouchers.	6 months.
(j) Redeemed and canceled orders issued by drivers for refund of extra fares assessed on extra-fare buses; if not attached to paid checks or vouchers.	6 months.
54. Records and reports of tickets redeemed	3 years.
55. Records, circulars, and settlements, regarding conventions, excursions, traffic promotion and similar matters.	3 years.
PURCHASES AND STORES	
56. Material ledgers:	
(a) Records of material and supplies on hand	6 years.
(b) Balance sheets of material and supplies received, issued, and on hand at division or terminal, storehouses, shops, and other places.	3 years.
57. Purchases and sales:	
(a) Copies of orders for the purchase of materials and supplies.	3 years.
(b) Invoices for materials and supplies purchased not attached to vouchers or paid checks (see item 37) and records or reports of such invoices except those relating to construction of property (see item 39).	10 years.

Description of records, etc.	Period to be retained
PURCHASES AND STORES—continued	
57. Purchases and sales—Continued.	
(c) Bids and offers for the sale of purchase of material and supplies.	3 years.
(d) Contracts for the purchase or sale of materials and supplies.	6 years after expiration or cancellation.
(e) Advices or requisitions from storekeepers and others for the purchase of materials and supplies.	3 years.
(f) Freight bills covering charges on materials and supplies.	6 years.
(g) Reports of scrap on hand	3 years.
(h) Authorities for the sale of scrap and other material and supplies.	3 years.
(i) Price records of purchases, file copies of	3 years.
58. Inventories of materials and supplies:	
(a) General inventories of materials and supplies on hand, with record of adjustments between accounts.	6 years.
(b) Stock cards, inventory cards, and other detail records pertaining so the taking of inventories, if abstracted into records covered by (a) above.	1 year.
59. Materials and supplies received and issued:	
(a) Records and reports of materials and supplies received and issued except as provided in item 39.	6 years.
(b) Requisitions and receipts for materials and supplies issued, the totals of which have been transcribed into other records for retention.	1 year.
(c) Price records of materials and supplies issued, file copies.	3 years.
60. Manufactured stock:	
(a) Shop orders or requisitions for the manufacture of stock.	3 years.
(b) Records and reports of manufactured stock	6 years.
61. Company fuel, oil and tires:	
(a) Detailed record of fuel, oil, and tires purchased.	6 years.
(b) Reports and records showing the detailed distribution of expenditures for fuel and oil chargeable to all accounts.	6 years.
(c) Reports of labor handling company fuel and oil.	1 year.
(d) Reports and records of tire stock, repairs and replacements.	6 years.

Description of records, etc.	Period to be retained
SHOPS AND GARAGES	
62. Records and reports of repairs to automotive vehicles and other equipment.	3 years.
63. Records and reports of motor changes	3 years.
64. Inspection records:	
(a) Certificates and test data on new tank motor vehicles used to transport inflammable liquids, corrosive liquids, compressed gases or liquid poisons.	3 years after retirement or disposition.
(b) Certificates of inspection of other automotive equipment inspected.	3 years after retirement or disposition.
(c) Records and reports of automotive equipment purchased.	3 years after retirement or disposition.
65. Records and reports of automotive equipment light-weighed and stenciled.	3 years after retirement or disposition.
66. Records and reports of equipment numbers changed.	3 years after retirement or disposition of vehicle.
67. Records and reports of automotive equipment in and out of service.	3 years.
68. Records and reports of automotive equipment failures.	3 years.
STRUCTURES	
70. Records and reports of repairs and renewals of buildings and other structures.	6 years.
71. Inspection records:	
Report of condition of structures	3 years.
72. Reports and records of inspection of scales	3 years.
TRANSPORTATION	
73. Revenue equipment movements:	
(a) Records of movement of automotive equipment.	4 years.
(b) Records and reports of trailers, buses, and other vehicles interchanged.	4 years.
74. Dispatchers' records:	
(a) Dispatchers' sheets, registers, and other records pertaining to the movement of buses, trucks, tractors and trailers.	4 years.
(b) Books and circulars of instructions to agents, drivers and others in the general file of the carrier.	4 years after expiration or cancellation.
75. Records and reports pertaining to embargoes, congested traffic, and similar matters.	3 years.
76. Employees' timetables:	
(a) Official file of employees' timetables	4 years.
(b) Receipts for timetables	Optional.

Description of records, etc.	Period to be retained
TRANSPORTATION—continued	
77. Vehicle accidents:	
(a) Record of automotive vehicle accidents	3 years.
(b) Reports of accidents by drivers or others	3 years.
(c) Reports of damage to equipment by accidents.	3 years.
78. Records of hours of service:	
Records of hours of service of transportation employees (see item 108 (d) for reports of hours of service.)	3 years.
79. Passes and free tickets:	
(a) Copies of orders on printing houses for pass stock.	Optional.
(b) Records of pass stock received, distributed, and destroyed.	3 years.
(c) Requests for passes, copies or stubs of requests for passes, and receipts for passes.	3 years.
(d) Records of passes issued.	3 years.
(e) Records of passes received from other carriers.	3 years.
(f) Stubs of trip passes	3 years.
(g) Pass identification slips	2 years.
(h) Records of annual or term passes honored	2 years.
(i) Trip and telegraphic passes collected	2 years.
(j) Free passenger fare tickets collected	2 years.
(k) Unexpired, surrendered, or partially used annual or term passes.	1 year after current year.
(l) Void, unused, and unissued passes	1 year after current year.
(m) Records of free passenger fare tickets issued.	3 years.
(n) Reports of trip passes issued	3 years.
(o) Bulletins of lost and outlawed passes, file copies of.	3 years.
(p) Bulletins of lost and outlawed passes, other than file copies of.	Optional.
80. Drivers' reports:	
Original copies of reports from drivers showing: cash collections; tickets and passes honored or collected; number of passengers carried; baggage, express and mail handled; amount of freight carried; and the movement of buses, trucks, tractors, trailers, and other equipment.	6 years.
81. Import and export:	
Records and reports pertaining to import and export freight, bonded freight and baggage, steamships' engagements, etc.	6 years.
82. Marine equipment:	
Records and reports pertaining to the operation of marine and floating equipment.	6 years.

Description of records, etc.	Period to be retained
TRANSPORTATION—continued	
83. Mail service:	
(a) Records and reports of mail weighing, mail failures, and detentions, fines, deductions, and irregularities.	3 years.
(b) Records and reports of mail pouches received and distributed.	1 year.
84. Detective and police service:	
Reports and records in connection with policing the motor carriers' detective service, investigations of robberies, and attempts to defraud when not the subject of claim against the carrier.	Optional.
85. Records of ticket punches	Optional.
86. Property protection:	
Reports and records in connection with the prevention of loss and damage to freight shipments.	3 years.
STATIONS AND TERMINALS	
88. Freight records:	
(a) Agents' records or registers of freight bills made and received.	3 years.
(b) Agents' records of adjustments on freight bills.	3 years.
(c) Transfer records of freight received from and delivered to connecting carriers.	3 years.
(d) Records of and receipts for delivery of freight to consignees and connecting carriers.	3 years.
(e) Orders from consignees for delivery of freight.	3 years.
(f) Freight-checkers' records	3 years.
(g) Orders for the reconsignment of freight	3 years.
(h) Duplicates of above records. (See item 124.)	
89. Freight reports:	
(a) Reports, manifests, load sheets and abstracts of commercial shipments made and received.	3 years.
(b) Reports and abstracts of company freight shipments made and received.	3 years.
(c) Passing reports at junction points of through bills forwarded to and received from connecting carriers.	1 year.
(d) Reports of shipments received and transported by contract carriers, not covered by freight bills.	3 years.
(e) Duplicates of above records. (See item 124.)	

Description of records, etc.	Period to be retained
STATIONS AND TERMINALS—continued	
90. Freight bills:	
(a) Local freight bills	3 years.
(b) Interline freight bills received from other carriers.	3 years.
(c) Copies of interline freight bills made to other carriers.	3 years.
(d) Copies of interline freight bills moving between points on other lines to which the company is intermediate.	3 years.
(e) Company freight bills	3 years.
(f) Duplicates of above records. (See item 124.)	
91. Expense bills and settlements:	
(a) Copies of expense bills or receipts for freight and other charges.	3 years.
(b) Copies of agents' settlements with consignors and consignees.	3 years.
(c) Agents' settlements between carriers	3 years.
(d) Lists of bills sent to audit office for collection and credit.	3 years.
(e) Reports of uncollected freight charges	3 years.
(f) Duplicate of above records. (See item 124.)	
92. Bills of lading and releases:	
(a) Consignors' shipping orders, consignors' shipping tickets, and copies of bills of lading.	3 years.
(b) Contracts covering risks of carriers in transportation and storage.	6 years.
(c) Releases for deliveries at nonagency stations.	3 year..
(d) Bills of lading and shipping tickets lifted on in-bound shipments.	3 years.
93. Freight corrections:	
(a) Correction notices	3 years.
(b) Undercharge and overcharge freight statements.	6 years.
(c) Records and reports of correction notices	4 years.
(d) Duplicate of above records. (See item 124.)	
94. Weighing of freight:	
Records, reports, orders, and tickets pertaining to the weighing of truckload and less-than-truckload shipments. (For duplicates see item 124.)	6 years.
95. Freight loading records:	
(a) Records of loading of vehicles showing by whom loaded and when, by whom inspected and when.	3 years.

Description of records, etc.	Period to be retained
STATIONS AND TERMINALS—continued	
95. Freight loading records—Continued.	
(b) Records and reports of truckload and less-than-truckload shipments transferred.	3 years.
(c) Records of vehicles iced and ventilated	3 years.
(d) Records of unloading, feeding, and watering livestock.	3 years.
(e) Records of unloading of vehicles showing by whom unloaded and when and by whom inspected.	3 years.
(f) Duplicates of above records. (See item 124.)	
96. Ticket records:	
(a) Records of tickets received, sold, and on hand.	3 years.
(b) Inventories of tickets at agencies	3 years.
(c) Records of adjustments and corrections on ticket reports.	3 years.
(d) Stubs of tickets, etc	6 months after audit.
(e) Envelopes and receipts for stop-over tickets deposited with agents at stop-over points.	Optional.
(f) Duplicates of above records. (See item 124.)	
97. Ticket reports:	
Reports of sale of tickets, sale of mileage books, collection for excess baggage, etc. (For duplicates, see item 124.)	3 years.
98. Baggage records:	
(a) Baggage records.	3 years.
(b) Baggage waybills and manifests	2 years.
(c) Records of excess and c. o. d. baggage checks issued.	2 years.
(d) Releases for baggage in bad order	2 years.
(e) Receipts from agents, baggagemasters, and others for valuable letters and packages.	Optional.
(f) Receipts for lost and mismatched baggage checks.	Optional.
(g) Transfer company checks and manifests	Optional.
(h) Duplicates of above records. (See item 124.)	
99. Miscellaneous collections by agents:	
Records and reports of overcollection of freight and other charges (with record of refund or disposition); sale of unclaimed freight, icing, weighing, reconsignment, loading, and unloading charges, garnishee fees, etc. (For duplicates, see item 124.)	4 years.
100. Storage records:	
(a) Reports to auditing department and to storage bureaus of accruals and collections of storage charges.	3 years.
(b) Reports of uncollected storage charges	3 years.
(c) Duplicates of above records. (See item 124.)	

Description of records, etc.	Period to be retained
STATIONS AND TERMINALS—continued	
101. Notices of freight arrivals:	
Copies of notices to consignees of the arrival of freight.	3 years.
102. Remittances:	
(*a*) Agents' and drivers' remittance slips, bank deposit slips, and supporting papers, not provided for elsewhere. (See note under Item 10.)	3 years.
(*b*) Agents' records of remittances	3 years.
(*c*) Statements of cash and other cash papers deposited with agents by drivers.	3 years.
(*d*) Duplicates of above records. (See item 124.)	
103. Station records summarizing the debits and credits on account of revenues, remittances, claims, etc.	6 years.
104. Agency cash books	6 years.
105. Agents' balance sheets:	
(*a*) Monthly balance sheets and supporting papers.	6 years.
(*b*) Daily and weekly balance sheets, when figures are combined on monthly balance sheets.	1 year.
(*c*) Daily and weekly balance sheets and supporting papers, when figures are not combined and carried to monthly balance sheets.	6 years.
(*d*) Duplicate of above records. (See item 124.)	
106. Relief claims:	
(*a*) Record of agents' relief claims	3 years after settlement.
(*b*) Reports and papers supporting agents' relief claims.	3 years after settlement.
107. Other station and terminal records:	
All records at stations and terminals not otherwise provided for in these regulations. (See item 124.)	4 years.
STATISTICS	
108. Reports to Interstate Commerce Commission and other regulating bodies:	
(*a*) Annual financial, operating, and statistical reports, file copies of, and supporting papers.	Permanently.
(*b*) Reports of operating revenues, expenses, and statistics, file copies of, and supporting papers.	3 years.
(*c*) Accident reports, file copies of, and supporting papers.	3 years.

Description of records, etc.	Period to be retained
STATISTICS—continued	
108. Reports to Interstate Commerce Commission and other regulating bodies—Continued.	
(*d*) Reports of hours of service, file copies of, and supporting papers:	
(1) Drivers' logs (Form 1)	For period prescribed in safety regulations. [3]
(2) Hours of service report (Form 2)	3 years.
(3) Monthly report of excess hours (Form 3).	3 years.
(4) Report on driving hours (Form 4)	3 years.
(*e*) Reports to regulating bodies regarding expenditures of proceeds from sale of authorized securities, file copies of, and supporting papers.	10 years.
(*f*) Other reports to regulatory bodies not provided for by items (*a*) to (*e*).	3 years.
NOTE.—The supporting papers referred to in item 108 are those requisite to support the reports named, and not elsewhere provided for in these regulations. If figures for such reports are assembled on memorandum sheets, such sheets constitute a part of the supporting papers and shall be retained accordingly.	
109. Annual reports or statements to stockholders, file copies of.	Permanently.
110. Miscellaneous statistical reports, statements, and summaries (not otherwise provided for herein) used for administrative purposes only and not entering the accounts of the company.	3 years.
MISCELLANEOUS	
123. Tabulating cards and codes:	
(*a*) When the results are transcribed to other records covered by these regulations.	Destroy at option after appropriate summaries have been made.
(*b*) When the results are not transcribed to other records covered by these regulations.	For the period prescribed for the specific records.
(*c*) Records of code numbers and the periods during which they were effective.	Permanently.
124. Duplicate accounts, records, and memoranda:	
Duplicate accounts, records, and memoranda listed in these regulations when they are not provided for otherwise and when they contain no information other than that shown on the originals.	May be destroyed at option of carrier.

[3] Part 191 of Title 49, chapter I, subchapter B.

Description of records, etc.	Period to be retained
MISCELLANEOUS—continued	
125. Records of employees:	
Applications for employment, reports and certificates of physical and other examinations, service records, efficiency tests, employees' rosters, and other similar records pertaining to employees.	5 years.
126. Instructions to agents and others:	
Books and circulars of instructions to agents and others, in the general file of the department in which the complete official file is maintained.	6 years after expiration or cancellation.
127. Provident departments records:	
Records of provident departments, such as employees' relief, hospital, insurance and savings departments, other than records pertaining to the receipt and disbursement of funds.	1 year.
NOTE.—The records pertaining to the receipt and disbursement of funds must be retained for the same periods as are provided for similar records elsewhere in these regulations.	
128. Data relating to the destruction of records:	
Written authorities and certificates of destruction of accounts, records, and memoranda required by public authorities. (See Sec. 203.304 (c), 203.305 (c), (d) and 203.306 of these regulations.)	Permanently.
129. Correspondence:	
(a) Correspondence and records thereof relating to subjects listed in items 1 to 128, inclusive.	For the period prescribed for the records to which the correspondence relates.
(b) Operators' copies of telegrams, including relay copies, if the original or other copies of such messages are retained, as provided for in (a) above.	Optional.
(c) Stenographers' notebooks and phonograph and other mechanical device records, if transcripts thereof are retained, as provided for in (a) above.	Optional.
(d) Transcripts of teletype messages	3 years.
130. Pick-up and delivery records:	
(a) A manifest detailing shipments delivered to terminal by consignor or consignor's authorized drayman on which an allowance is authorized in lieu of pick-up service. (Statement of drayage allowance due shipper or consignee.)	3 years.
(b) Record of all c. o. d. shipments received and all c. o.d. "Interline" shipments billed.	3 years.

Description of records, etc.	Period to be retained
MISCELLANEOUS—continued	
130. Pick-up and delivery records—Continued.	
(c) A manifest of shipments to be delivered by drayman. (Record of delivery service shipments.)	3 years.
(d) A manifest of shipments to be picked up by drayman (Record of pick-up shipments.)	3 years.
(e) Notice to consignees of tender of delivery	3 years.
(f) Monthly summary of drayage charges paid	3 years.
(g) Summary of manifest forms (c) and (d) pick-up and delivery service shipments.	3 years.
(h) Monthly report by agents covering handling of less-than-truckload freight at pick-up and delivery stations (no minimum).	3 years.
(i) Monthly report by agents covering handling of less-than-truckload freight at pick-up and delivery stations (with minimum).	3 years.
(j) Monthly report by agents covering handling of less-than-truckload freight at non-pick-up and delivery stations.	3 years.
(k) Pick-up service call sheet	3 years.
(l) Card form patrons' authority for service desired (cartage authorities).	3 years after cancellation.

APPENDIX

The following forms are suggested for the use of motor carriers but any other forms may be used provided they show the information required by the regulations:

(A) Form of resolution of Board of Directors designating an officer to have general supervision of the destruction of accounts, records, and memoranda. (See Sec. 203.303 (a) (1) of the regulations.)

Excerpt from minutes of the meeting of the Board of Directors of ---------- Company, held at its office in ---------- on ---------- 19__:

"*Resolved*, That ----------
(Title of officer or name and title)
be, and he is hereby, designated as the officer of this company, to have general supervision of the destruction of accounts, records, and memoranda, in accordance with the Regulations to Govern the Preservation of Records of Class I Motor Carriers, effective on July 1, 1942, issued by the Interstate Commerce Commission."

I hereby certify that the above is a true and correct copy.

(Name)

(Title)

(B) Form of resolution of Board of Directors designating an officer to have supervision of the destruction of certain accounts, records, and memoranda. (See Sec. 203.303 (a) (2) of the regulations.)

Excerpt from minutes of the Board of Directors of the ---------- Company, held at its office in ---------- on ---------- 19__:

"*Resolved*, That ----------
(Title of officer or name and title)
be, and he is hereby, designated as the officer having supervision of the destruction of the accounts, records, and memoranda named below, the destruction of which is permitted by the Regulations to Govern the Preservation of Records of Class I Motor Carriers, effective on July 1, 1942, issued by the Interstate Commerce Commission."

Form No.	Description	Period	Item No. in I. C. C. regulations
--------	----------	--------	----------
--------	----------	--------	----------
--------	----------	--------	----------

I hereby certify that the above is a true and correct copy.

(Name)

(Title)

----------, 19__.

(C) Form of authority for use of sole proprietorships to designate a person to have general supervision of the destruction of accounts, records, and memoranda. (See Sec. 203.303 (a) (1) of the regulations).

I hereby designate _____, to have
(Name and occupation)

general supervision of the destruction of accounts, records, and memoranda in accordance with the Regulations to Govern the Preservation of Records of Class I Motor Carriers, effective on July 1, 1942, issued by the Interstate Commerce Commission.

Signed: _____
(Sole proprietor, d/b/a)

_____
(Name of business)

_____, 19__.

(D) Form of authority for use of sole proprietorships to designate a person to have supervision of the destruction of certain accounts, records, and memoranda. (See Sec. 203.303 (a) (2) of the regulations.)

I hereby designate _____, to have
(Name and occupation)

supervision of the destruction of accounts, records, and memoranda named below, the destruction of which is permitted by the Regulations to Govern the Preservation of Records of Class I Motor Carriers, effective on July 1, 1942, issued by the Interstate Commerce Commission.

Form No.	Description	Period	Item No. in I. C. C. regulations
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signed: _____
(Sole proprietor, d/b/a)

_____
(Name of business)

_____, 19__.

(E) Form of authority for use of partnerships to designate a person to have general supervision of the destruction of accounts, records, and memoranda. (See Sec. 203.303 (a) (1) of the regulations.)

We, _____ and _____
_____ partners, hereby designate _____
(Name and occupation)

to have general supervision of the destruction of accounts, records, and memoranda in accordance with the Regulations to Govern the Preservation of Records of Class I Motor Carriers, effective on July 1, 1942, issued by the Interstate Commerce Commission.

Signed: _____

Signed: _____
(Partners, d/b/a)

_____
(Name of business)

_____, 19__.

(F) Form of authority for use of partnerships to designate a person to have supervision of the destruction of certain accounts, records, and memoranda. (See Sec. 203.303 (a) (2) of the regulations.)

We, _____ and _____
_____ partners, hereby designate _____
Name and occupation

to have supervision of the destruction of accounts, records, and memoranda named below, the destruction of which is permitted by the Regulations to Govern the Preservation of Records of Class I Motor Carriers, effective on July 1, 1942, issued by the Interstate Commerce Commission.

Form No.	Description	Period	Item No. in I. C. C. regulations
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signed: _____

Signed: _____
(Partners, d/b/a)

_____
(Name of business)

_____, 19__.

(G) Form of resolution of Board of Directors naming a cremation committee for the destruction of canceled bonds, interest coupons, etc. (See Sec. 203.306 of the regulations.)

Excerpt from minutes of the meeting of the Board of Directors of the _____ Company, held at its office in _____ on _____ 19____:

"*Resolved*, That pursuant to the Regulations to Govern the Preservation of Records of Class I Motor Carriers, effective on July 1, 1942, issued by the Interstate Commerce Commission, the Board designates

_____

_____

(Titles of such persons, or names and titles)

to be a cremation committee to act in conjunction with the representatives of the trustees in the destruction of _____

_____

(List of and description of documents to be destroyed)

I hereby certify that the above is a true and correct copy.

_____
(Name)

_____
(Title)

_____ 19__.

(H) Form of written authority for the destruction of certain accounts, records, and memoranda. (See Sec. 203.304 (b) (1) of the regulations.)

The _____ Company,

Office of _____

_____, 19____.

In conformity with the authority conferred upon me by the Board of Directors, I hereby authorize and direct _____
(Name and title or occupation)

to destroy the accounts, records, and memoranda of this company described below:

Form No.	Description	Period	Item No. in I. C. C. regulations
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____
(Name)

_____
(Title)

(I) Form of written authority of continuing effect for the destruction of accounts, records, and memoranda. (See Sec. 203.304 (b) (2) of the regulations.)

The _____ Company,

Office of _____

_____ 19____.

In conformity with the authority conferred upon me by the Board of Directors, I hereby authorize and direct _____
(Name and title or occupation)

to destroy from time to time the accounts, records, and memoranda of this company in his custody, the destruction of which is permitted by the Regulations to Govern the Preservation of Records of Class I Motor Carriers, effective on July 1, 1942, issued by the Interstate Commerce Commission.

_____
(Name)

_____
(Title)

(J) Form of certificate of destruction. (See Sec. 203.305 (b) (1) of the regulations.)

The _____ Company,

Office of _____

_____ 19____.

_____

_____

Dear Sir: I hereby certify that I have this day destroyed the accounts, records, and memoranda listed below, pursuant to your authority, dated _____ 19____. I further certify that no accounts, records, or memoranda other than those named have been destroyed therewith.

Form No.	Description	Period	Item No. in I. C. C. regulations
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Yours truly,

_____
(Name)

_____
(Title or occupation)

(K) Form of cumulative certificate of destruction. (See Sec. 203.305 (a), (b) (1) of the regulations.)

The _____ Company,
Office of _____
_____ 19____.
_____
_____

Dear Sir: I hereby certify that I have destroyed the accounts, records, and memoranda listed below, pursuant to your authority dated _____, 19____. I further certify that no accounts, records, or memoranda other than those named have been destroyed therewith.

Form No.	Description	Period	Item No. in I. C. C. regulations	Date of destruction
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Yours truly,

_____
(Name)

_____
(Title or occupation)

INDEX TO RECORDS

Abstracts; of noncarrier operations, 12 note; of freight revenue, 24, 25.
Accidents; records, 77; reports to regulating bodies, 108c. (*See also* Personal injuries.)
Accountants' reports, 21.
Accounts, unsettled, 38c.
Acquisition of property, contracts relating to, 39c.
Additions: estimates and engineering records, 39d.
Adjustments; of materials, accounts, 58a; on freight waybills, 88b; on ticket reports, 96c. (*See also* Corrections.)
Agency records; rate authorities, 47b; freight traffic, 88–95, 101; passenger and baggage service, 97, 98; storage, 100; accounts and balances, 103–105; miscellaneous records, 107; instructions, 126.
Agents (claims); drafts issued, 37c; records, 103.
Agents (station); general office accounts with, 20; general office settlements with, 24, 27, 30, 31; drafts issued, 37c; claim participations, 40b; requisitions and receipts, 47 (e), 51c, 52c; market and weather reports, 50; freight reports, 89; miscellaneous collections, 99; remittances, 102; relief claims, 106; pick-up and delivery records, 130. (*See also* Agency.)
Agreements, 14, 39c.
Allotment; of securities, 3e, 4e.
Appeals from assessments, 15.
Applications; to regulating bodies, 16; for pay-roll changes, 33b, c; for special-rate orders, 47d; for employment, 125. (*See also* Requests, Requisitions.)
Assessments. (*See* Taxes.)
Assignments of employees' pay, 34.
Associations; settlements, 28. (*See also* Bureaus.)
Attachments of employees' pay, 34.
Auditor's stubs of mileage books, 53c.
Audits, 21.
Authorities; for security issues, 16; for transfer of funds, 19c; for pay-roll changes, 33b; for voucher payments, 37d; for claim participations, 40b; for disposal of unclaimed, damaged, and refused freight, 45; for rates, 47; for sale of material and supplies, 57h; for destruction of records, 128.
Auxiliary operations records, 12.
Bad-order baggage releases, 98d.
Baggage; records, 81, 98; waybills and manifests, 98b; releases, 98d.
Baggage checks; records, 52, 98c; used, 53e; unused, 53g; receipts, 98f; of transfer companies, 98g.
Baggage scrip, 53e.
Baggagemasters' receipts for valuables, 98e.
Baggagemen's requisitions and receipts for checks, 52c.
Balance sheets; of general office ledgers, 7b, c; of material and supplies, 56b; of agents, 105.
Balance statements by treasurer, 19a, f.
Bank deposits, 19.
Berth checks used, 53a.
Betterments; estimates and engineering records, 39d.
Bids and offers for material and supplies, 57c.
Bills; collectible, 38; relating to property investment, 39a; covering charges on company material, 57f; freight, 90; agents' expense bills, 91.
Bills of lading, 92.
Bills of sale and transfer of securities, 3d, 4c.
Boats; records of, 82.
Bonded freight and baggage, 81.
Bondholders. (*See* Proxies.)
Bonds; issues and transfers, 4, 16; retirement, 6. (*See also* Fidelity bonds, Indemnity bonds.)
Buildings. (*See* Structures.)
Bulletins; of lost and stolen tickets, 51d; of lost and stolen baggage checks, 52d; of lost and outlawed passes, 79e, p.
Bureaus; settlements with, 28; agents' reports to, 100a.
C. O. D.'s; baggage checks, 53e, 98c; freight shipments, 130b.
Capital stock records; issues and transfers, 3, 16; retirement, 6. (*See also* Securities.)
Cards; recording contracts, 14a; recording material and supplies, 58b; reporting trailers interchanged, 73b; tabulating, 123.
Cash; treasurer's balances, 19f; audits, 22; drivers' collections, 29, 80; drivers' deposits, 102.
Cash books; at general offices, 10; at agencies, 104.
Cash fare receipts; records of, 30; slips, 51, 53c; duplex ticket portions, 53i, 80; stubs, 80.

Certificates; stock, 3*b*, 6; receiver's, 6; temporary, 6; from regulatory bodies, 13; issued for wages, 33*f*; clergy, 53*a*; of equipment inspection, 64; of employees' examinations, 125; for equipment containing explosives, 64; of destruction of records, 128.
Checking records; of treasurer's cash, 22; of employees' time, 35, 39*a*; of freight, 88*f*.
Checks (financial); outstanding, 19*e*; issued, 19*g*; pay, 33*f*, *g*; paid, 37*b*.
Checks (transportation service); baggage, 52, 53*e*, *g*, 98*c*, *f*; storage, 52*c*; berth, meal, seat, 53*a*; of transfer companies, 98*g*.
Cipher books, 2.
Circulars; relative to rates, 47*a*, *b*; preparation data, 47*i*; relative to conventions and excursions, 55; of instructions, 74, 126.
Claim agents' drafts reported, 37*e*.
Claims records; fire damage, 40*a*, 41, 42; live-stock loss, 40*a*, 41; personal injury, 40*a*, 41, 43; freight, 40, 41, 44, 103; agent's relief, 106.
Classification filed, 47*a*, *b*.
Clergy transportation; certificates used, 53*a*.
Code books, 2.
Collections; cash fares, 29, 80; tickets, 80; excess baggage, 97; overcollections by agents, 99; storage, 100.
Collection and delivery, 130.
Commutation tickets, used, 53*a*.
Company freight, 57*i*, 89*b*, 90*e*.
Concurrences in rates, 47*g*.
Congestion of traffic, data concerning, 75.
Consignees' notices; orders for freight delivery, 88*c*; notices of freight arrival, 101.
Consignors' records; shipping orders, 92*a*; order-notify bills of lading, 92*b*; releases, 92*c*.
Construction records, 39.
Contracts; of general nature, 14; related to property investment, 39*c*; for material and supplies, 57*d*; covering carrier's risks, 92*b*. (*See also* Agreements.)
Convention traffic, 55.
Corporate elections, 5.
Corrections; of agents' accounts, 20*d*; in interline settlements, 25, 28; freight, 93; on ticket reports, 96*c*. (*See also* Adjustments.)
Correspondence; on suits affecting salaries, 34*b*; on rates and rate authorities, 47*i*; on timetables, 48; on freight diversion, 49; in general, 129.
Coupons; interest payment, 4, 6; mileage book, 53*c*; excess baggage, 53*e*; reports of collection, 80.
Credit extension records, 20*c*.
Damage; claim records, 40*a*, 41*a*; employees' reports, 18*e*, *f*, 42, 43, 77*c*.
Damaged freight; records, 44; sales orders, 45.
Debt. (*See* Bonds, Securities.)
Deductions; from pay rolls, 33*d*; in mail service, 83.
Deeds, 13.
Delay data; for employees' time, 35; for mails, 83.
Delivery records; for freight, 88*d*, *e*.
Depositories' statements, 19*b*.
Deposits; treasurer's, 19*a*, *g*; agents', 102*a*; drivers', 102*a*, *c*.
Depreciation records, 39*b*.
Destruction of records; data relating to, 128.
Detective service, 84.
Detentions of mail, 83.
Differences on interline settlements, 25, 28.
Directors' minutes, 1.
Discharge tickets, 33*f*.
Dispatching records, 74.
Distribution; of expenditures, 32, 36, 39*a*, 61*b*; of timetables, 48.
Diversion of freight, 49.
Divisions (operating); material and supplies records, 56*b*.
Divisions (revenue); settlements, 25; rate authorities, 47*a*, *b*, *i*.
Drafts; outstanding, 19*e*; paid, 37*b*; issued by agents, 37*e*.
Drivers' records; settlements, 27; requisitions and receipts, 51*c*; accident reports, 77*b*; reports of passes, 80; of cash collections, 80; reports of passengers and tickets, 80; remittances and deposits, 102; logs, 108*d*.
Duplex tickets; portions redeemed, 53*i*.
Duplicate records; of claim papers, 41*c*; station and terminals, 89*e*, 90*f*, 91*f*, 93*f*, 95*e*, 96*f*, 98*h*, 100*c*, 102*d*, 105*d*; in general, 124.
Efficiency tests of employees, 125.
Embargo records, 75.
Employees; fidelity bonds, 17; hours of service records, 78, 108*d*; employment records, 125; instructions, 126; provident department, 127.
Engineering records, 39*d*, *e*.
Envelopes for tickets and checks, 96*e*.

Equipment; leases, 14; license numbers, 23; light-weighed and stenciled, 65; iced, 95*c*; movements, 73; drivers' reports, 80; investment, 39; shop and garage records, 62–68; accident damage, 77*c*; floating equipment, 82.
Estimates; for expenditures, 39*d*; for engineering projects, 39*d*.
Examinations of employees, 125.
Excess baggage; revenue, 30, 97; record of checks, 52*c*, 98*c*; used checks and coupons, 53*e*.
Exchange orders used, 53*b*.
Exchange bus tickets used, 53*a*.
Excursion traffic, 55.
Executive committee minutes, 1.
Expenditures; classified records, 32–38.
Expense bills, 91*a*.
Export freight, 81.
Express revenue, 30.
Extensions (of time); on contracts and agreements, 14*a*; on tickets, 51*e*, *f*.
Extra-fare refund orders redeemed, 53*j*.
Fares; interline settlements, 28; cash collection, 29, 80.
Feeding of livestock, 95*d*.
Ferry tickets used, 53*a*.
Fidelity bonds, 17.
Financial records classified, 1–22.
Fines for faulty mail service, 83.
Fire; insurance records, 18*a*, *b*, *c*; reports of damages, 18*e*, *f*, 42; claims records, 40*a*, 42.
Floating equipment operation records, 82.
Franchise records, 13.
Free transportation; authorities for free freight, 47*h*; free tickets, 79*j*, *m*. (*See also* Passes.)
Freight; insurance, 18; tracers, 26*b*, 49; over and short freight, 44; damaged freight, 44, 45; unclaimed freight, 44, 45, 99; refused freight, 44, 45; diversion, 49; reconsignment, 49, 88*g*; company freight, 57*f*, 89*b*, 90*e*; import, export, and bonded freight, 81; freight transferred, 88*c*; freight delivered, 88*c*, *d*, *e*; checkers' records, 88*f*; shipments not waybilled, 89*d*; bills of lading and releases, 92; weighing, 94; loading, 95*a*; icing, 95*c*; handling livestock, 95*d*; expense bills, 91*a*; arrival notices, 101. (*See also* Waybills.)
Freight bills; unsettled, 26; on company material, 57*f*; local and interline, 90.
Freight claims, 40, 41, 103.
Fuel records, 61.
Funded debt. (*See* Bonds, Securities.)
Garnishments of pay; record, 34; fees collected, 99.
Gasoline records, 61.
General records classified, 1–22.
Hospital department, 127.
Hours of service; records; 78; reports to regulating bodies, 108*d*.
Icing; of vehicles, 95*c*; charges, 99.
Identification slips, checks and numbers; of license plates, 23; of ticket holders, 53*c*; of passholders, 79*g*, 80.
Import freight, 81.
Income account statements, 108*b*.
Indemnity bonds, 20*b*.
Indexes; to ledgers, 7*a*; to vouchers, 37*a*, *f*; to bills collectible, 38*a*, *d*; to claims records, 40*a*.
Injuries. (*See* Livestock, Personal injuries.)
Inspection; for insurance, 18*d*; of time pieces, 21; of scale weight, 21; of equipment, 64; of structures, 71; of scales, 72; of loaded vehicles, 95*a*.
Instructions; to agents and others, 74, 126.
Insurance; on carrier's property and property in transit, 18; employees' benefit, 127.
Interchange of equipment; reports from other carriers, 73*b*; drivers' reports, 80.
Interest coupons; record, 4*d*; canceled, 6.
Interline traffic; freight settlements, 24, 25; passenger settlements, 28; waybills, 90.
Interstate Commerce Commission; carriers' reports, 108.
Inventories; of property and equipment, 39; of material and supplies, 58; of tickets at agencies, 96*b*.
Investment in property, 39.
Invoices of material and supplies, 57*b*.
Jackets, claim, 41*b*.
Job tickets, 35, 39*a*.
Journals; at general offices, 9; journal entries, 11; for noncarrier operations, 12 note; of freight revenues, 24; of passenger revenues, 27, 30, 31; of nontransportation revenues, 31; of expenditures in detail, 32, 36.
Junction reports; of through waybills, 89*c*.
Labor; expenditures in general, 32; time records, 35; expenditures on property and equipment, 39; used on company fuel, 61. (*See also* Pay.)
Lawsuits affecting employees' pay, 34.
Leases. (*See* Contracts.)

Ledgers; of capital stock, 3*a*; of registered bonds, 4*a*; general and auxiliary, 7; for noncarrier operations, 12 note; of agents' accounts, 20*a*; of freight revenues, 24; of passenger revenues, 27, 29, 30, 33, 35, 36; of nontransportation revenues, 31; of expenditures in detail, 32, 36; for material and supplies, 56.
Letters. (*See* Correspondence.)
License numbers, 23.
Light-weighed vehicles, 65.
Live stock; unloaded, fed and watered, 95*d*.
Loading vehicles; records, 95*a*, *b*; charges collected, 99.
Logs, drivers, 108*d*.
Loss and damage claims records, 40*a*, 41*a*.
Loss and damage prevention records, 86.
Mail; revenue records, 30; service and penalty records, 83.
Manifests; freight, 24, 89; with baggage, 98*b*, *g*; pick-up and delivery, 130.
Manufactured stock, 60.
Marine equipment operation, 82.
Market quotations from agents and other, 50.
Materials and supplies records; classified, 55–61; expenditures in general, 36; property and equipment expenditures, 39; on hand, 56; purchases and sales, 57; freight bills, 57*f*; scrap, 57*g*, *h*; inventories, 58; inspection and issue, 59; for shop manufacture, 60; company fuel, 61.
Meal checks used, 53*a*.
Merchandise. (*See* Freight.)
Mileage; of vehicles, 80; reports of, 108*b*.
Mileage books; used, 53*d*; covers redeemed, 53*h*; coupons honored, 80; sales records, 97.
Mileage bureau settlements, 28.
Minute books of corporation meetings, 1.
Miscellaneous records, 123–130.
Miscellaneous revenue, 30, 31.
Noncarrier operations records, 12.
Nontransportation revenue. (*See* Revenue.)
Notes canceled, 6.
Notices; of subscription for securities, 3*e*, 4*e*; of suits affecting employees' pay, 34; of freight arrivals, 101, 130*e*.
Numbers changed on equipment, 23, 66.
Oil records, 61.
Orders; sale of freight, 45, 99; for ticket stock, 51*a*; for baggage checks, 52*a*; for materials and supplies, 57*a*; shop orders, 60*a*; for pass stock, 79*a*; from shippers and consignees, 88*e*, *g*, 92*a*; weighing orders, 94.
Outside operations records, 12.
Overfreight, 44.
Overcharges; claims records, 40, 41; statements, 93*b*.
Overcollections by agents, 99.
Overtime tickets, 35.
Painting of structures, 39, 70.
Parcel rooms; revenues, 31; used checks, 53*e*.
Passenger-mile statistics, 108*b*.
Passenger revenues, 27–30.
Passengers; drivers' reports, 80; statistics, 108*a*, *b*.
Passes; pass stock, 79*a*, *b*; records, 79, 80; collected, 79*i*, *k*; unused, 79*l*.
Passing reports of waybills, 89*c*.
Patent records, 39*f*.
Pay; pay-roll records, 32, 33, 39*a*; assignments, attachments, and garnishments, 34.
Pay checks, 33*f*, *g*.
Permits; from regulatory bodies, 13.
Personal injuries; claims records, 40, 41; reports on injuries, 43.
Personnel records, 125.
Phonograph records, 129*c*.
Pick-up and delivery records, 130.
Plans for engineering projects, 39*d*, *e*.
Police service, 84, 87.
Policies for insurance, 18*b*, *c*.
Premiums paid for insurance, 18*a*.
Prepaid orders, 53*b*.
Price records of materials and supplies, 57*i*, 59.
Printing-house orders; for ticket stock, 51*a*; for pass stock, 79*a*.
Property; investment records, 39.
Property protection, 86.
Provident department records, 127.
Proxies from security holders, 5.
Punches for tickets, 85.

Purchases of materials and supplies; purchase and delivery, 57; receipts, 56*b*; fuel records, 61.
Quarterly reports of income and statistics, 108*b*.
Quotations; of carrier's rates, 47*f*; of market news, 50.
Rate authorities, 47.
Receipts; on pay records, 33*f*, *g*; for cash paid out, 37*b*; for tariff and other rate authorities, 47*e*; for tickets distributed, 51*c*; for materials and supplies received, 59*a*; for materials and supplies issued, 59*b*; for fuel supplied, 61; for employees' timetables, 76; for passes, 79*c*; for freight delivered to consignees, 88*d*; for valuables handled, 98*c*; for lost and mismatched baggage checks, 98*f*.
Receivers' certificates canceled, 6.
Reconsignment of freight; records, 49; orders, 88*g*; charges, 99.
Records; destruction of, 128.
Redeemed transportation, 53, 54.
Reduced rates; authorities, 47*d*, *h*.
Refunds; of extra fares, 53*j*; miscellaneous, 99.
Refused freight, 44, 45.
Registers; of stock transfers, 3*c*; of audited vouchers, 37*a*; of bills collectible, 38*a*; of claims, 40*a*; of waybills, 88*a*.
Regulating bodies; applications and authorities for security issues, 16; carriers' concurrences in rates, 47*g*; carrier's reports, 108.
Releases; of attachments of pay, 34*b*; bills of lading, 92; on bad-order baggage, 98*d*.
Relief claims by agents, 106.
Relief department records, 127.
Remittances from agents and drivers, 102, 103.
Renewals; of contracts and agreements, 14*a*; of structures, 70.
Rent revenue, 31.
Repairs; repairs to equipment, 62; repairs of structures, 70.
Replacement records, 39*b*.
Reports by carrier; to regulating bodies, 108; to stockholders, 109.
Requests; for security allotments, 3*c*, 4*e*; for tariffs and other rate authorities, 47*e*, *f*; concerning freight diversion and reconsignment, 49; for passes, 79*c*.
Requisitions; for materials and supplies issued, 39, 59*b*; for tickets, 51*c*; for materials and supplies purchased, 57*e*; for shop material, 60*a*; for fuel, 61.
Retirements; of securities, 6; of property, 39*b*.
Revenue; freight, 24–26; passenger, 27–30; storage, 31; sundry, 31; station privileges, 31; other than from transportation, 31; station records, 103; reports to regulating bodies, 108; periodical statements, 108.
Robbery investigation, 84.
Rosters of employees, 125.
Salaries. (*See* Pay.)
Sales; of securities, 3*d*, 4*c*, 108*c*; of property, 39; of damaged and refused freight, 45; of unclaimed freight, 45, 99; of materials and supplies, 57*c*, *d*; of scrap material, 57*h*; tickets and mileage books, 97.
Savings department records, 127.
Scales inspection, 72. (*See also* Weights.)
Scrap material, 57*g*, *h*.
Scrip; books used, 53*c*; baggage scrip used, 53*e*; book covers, 53*h*.
Scrip bureau settlements, 28.
Seat checks used, 53*a*.
Securities; lists of holders, 5*b*; retired, 6; owned, 8; applications and authorities for issue, 16. (*See also* Bonds, Capital Stock.)
Service records; of vehicles, 62–68; of employees, 125.
Settlements; of freight revenue, 24, 25; of passenger revenue, 27, 28, 30; of revenue other than from transportation, 31; of convention and excursion business, 55; on expense bills, 91.
Shippers. (*See* Consignors.)
Shipping tickets, 92*a*, *d*.
Shops; materials and supplies balance sheets, 56*b*; shop orders for manufacture, 60*a*; shop classified records, 62–68.
Short freight, 44.
Special-rate orders, 47*d*.
Special bus revenue, 30.
Specifications; for engineering projects, 39*d*, *e*.
Station employees. (*See* Employees.)
Station privileges revenue, 31.
Station records, 88–107. (*See also* Agency records, Agents.)
Statistical records, 108, 110.
Steamships; traffic engagements, 81.
Stenciled equipment, 65.
Stenographers' records, 129*c*.
Stock. (*See* Capital stock, Live stock, Materials and supplies, Passes, Tickets.)

Stock cards for inventories, 58*b*.
Stock certificates canceled, 6.
Stockholders. (*See* Capital stock, Voting.)
Stop-over pasters and tickets; used and canceled, 53*b*; envelopes and receipts, 96*e*.
Storage; revenues, 31; records, 100.
Storage checks for baggage, 52*c*, 53*e*.
Store door pick-up and delivery records, 130.
Storekeepers' advices and requisitions, 57*e*.
Stores records classified, 56–61.
Structures; cost of, 39; repairs and renewals, 70; inspection, 71.
Stubs; of securities, 3*b*, 4*b*; of checks, 19*g*; of mileage and scrip books, 53*c*; of requests for passes, 79*c*; of trip passes, 79*f*; of tickets, 96*d*.
Subscription notices for securities, 3*e*, 4*e*.
Suits affecting employees' pay, 34.
Supplies. (*See* Materials and supplies.)
Tabulating cards, 123.
Tariffs, 47.
Tax records, 15.
Telegrams; copies of, 129*b*.
Telegraph service revenue, 31.
Telegraphic passes, 79*i*.
Telegraphic reports; of fire damages, 18*c*; of supplies on hand, 56*b*.
Telephone service revenue, 31.
Testing; of employees, 125.
Ticket punches, 85.
Tickets; ticket reports, 28, 97; discharge tickets, 33*f*; time tickets, 33*f*, 39*a*; overtime and delayed-time tickets, 35; job tickets, 35, 39; ticket stock, 51*a*, *b*; requisitions and receipts, 51*c*; lost and stolen tickets, 51*d*; extensions, 51*e*, *f*; used and canceled, 53*a*, *b*; unused or unissued, 53*f*; redeemed, 53*h*, *i*, 54; free tickets, 79*f*; drivers' reports, 80; envelopes, 79*j*; shipping tickets, 92*a*, *f*; used in weighing, 94; agency records, 96.
Time inspectors' reports, 21.
Time limit extensions on tickets, 51*e*, *f*.
Time records of employees; time tickets, 33*e*, 39*a*; time slips, 35; overtime and delayed-time tickets, 35; time books, 35, 39*a*. (*See also* Hours of service.)
Timetables; public, 48; for employees, 76.
Tire records, 61.
Title papers, 13.
Tonnage statistics, 108.
Tracers, 26, 44, 49.
Traffic records classified, 47–55; embargoes, 75.
Transfer companies checks and manifests, 52*c*, 98*g*.
Transfers records; for securities, 3*c*, *d*, 4*c*; for company funds, 19*b*, *c*; of agents, 21; for materials and supplies, 59*b*; for freight, 88*c*, 95*b*.
Transportation records classified, 73–86.
Traveling accountants' and auditors' reports, 21.
Treasurer's records, 19, 22.
Treasury securities, 8.
Trial balance sheets. (*See* Balance sheets.)
Trip tickets used, 53*a*.
Unclaimed freight, 44, 45, 99.
Uncollected charges, 91*e*, 100*b*. (*See also* Unsettled accounts.)
Undercharges, 93*b*.
Unloading; of livestock, 95*d*; of vehicles, 95*f*; charges collected, 99.
Unsettled accounts; waybills, 26; accounts, 38*c*. (*See also* Uncollected charges.)
Validation of tickets; used pasters, 53*a*, *b*.
Vehicle accidents, 77.
Voting lists and proxies, 5.
Vouchers; for noncarrier operations, 12 note; treasurer's records, 19*e*, *i*; voucher records in general, 37.
Wage certificates, 33*f*.
Watering livestock, 95*d*.
Waybills; recapitulations, 24; unsettled, 26; agents' records, 88*a*, *b*, 89*a*, 90; for company freight, 89*b*, 90*c*; passing reports, 89*c*, *d*; local, 90*a*; interline, 90*b*, *c*, *d*; baggage waybills, 98*b*.
Weather reports from agents, 50.
Weighing; of automotive equipment, 65; of mail, 83; of freight, 94; charges collected, 99.
Weight inspectors' reports, 21. (*See also* Scales.)
Welfare; employees, 127.
Work orders, 35, 39*a*.

○

COLUMBIA UNIVERSITY LIBRARIES
0041396359

NEH MSH 03132
AUG 2 91994

END OF
TITLE